



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 04-08-2003**

**Robbins Library Board of Trustees**

April 8, 2003

### Call to Order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and Finance Committee liaison Mary Margaret Franclemont.

### Meeting with Finance Committee Liaison

Mary Margaret Franclemont attended the meeting to update the Board on the town's budget process. On April 28<sup>th</sup>, the Selectmen will decide what items and amounts of money will be placed on the override ballot. Ms. Galkowski will make preliminary recommendations prior to this meeting. Town Meeting will be presented with two budgets to vote on, one which will be the result of a successful override vote on June 12<sup>th</sup>, and the other which will take effect if there is a negative override vote. By the May trustees meeting, the full state situation and the town's firm budget figures should be known.

### Approval of Minutes

In the minutes of the March 11<sup>th</sup> meeting, the spelling of the name of Finance Committee liaison John Deyst was corrected. The corrected minutes were approved on a motion by Ms. Fennelly; seconded by Ms. Deal.

### Communications

1. An invitation was issued to the trustees for an author program to be held at the Ottoson Middle School on May 6<sup>th</sup>.  
2. Ms. Loud reminded the trustees about an upcoming fundraising seminar sponsored by the MA Board of Library Commissioners and the MA Friends of Libraries.  
3. Ms. Loud distributed a flyer for a program concerning the Patriot Act, to be held at the Jones Library in Amherst.  
4. Ms. Loud relayed to the Board a request by a staff person to attend the American Library Association annual conference in Toronto in June. Ms. Loud will confer with Ms. Galkowski regarding this. The trustees agreed to use trust funds to pay the conference fee.

### FY04 Budget

The trustees discussed in depth which budget items and corresponding money amounts should be requested for inclusion on an override ballot. These would be the services that would be restored to the library budget if the override is successful. The trustees recommended that funding be included for the restoration of hours and services at the Robbins Library as a first tier, and then three days open at the Fox Library. Ms. Galkowski will be asked to include these in her recommendations to the Selectmen.

### Author Program

A panel of three Arlington authors, Jeffrey Carver, Craig Shaw Gardner and Gary Goshgarian, will speak on Tuesday, April 22<sup>nd</sup> at 7:30 PM. Their program will be entitled "Exploring the Unknown". Susan Webber will moderate. The authors will bring copies of their books to sell. A press release has been sent to the Arlington Advocate and flyers have been mailed.

#### Robbins Print Collection.

The Assistant Building Inspector for the town has taken measurements in the Conference Room to insure that the spacing of the proposed print cabinets will meet building code specifications. Ms. Fennelly made a motion; seconded by Ms. Ruderman to expend \$10,063 from the Robbins Art Fund, to purchase the print storage cabinets. Passed unanimously.

#### Annual Report for the Public

Ms. Loud distributed a draft of the 2002 annual report. Trustees made suggestions for the final version.

#### Fundraising

Ms. Ruderman presented a draft of a solicitation letter directed toward the business community. The trustees were pleased with the content but expressed a desire for the text to fit on a single page. The letter will be mailed within a few days. Ms. Ruderman also showed the trustees four different designs for bookmarks supporting the trustees' fundraising efforts. These will be printed and distributed at the library circulation desk.

#### Russell Fund Budget Report

Mr. Castiglioni, the Russell Fund liaison, reported that there is still approximately \$8,000 remaining to be spent this fiscal year. Most of this amount has already been earmarked.

#### Adjournment

The meeting was adjourned at 9:45PM on a motion by Ms. Ruderman; seconded by Ms. Muldoon. The next meeting will take place on **May 6, 2003** at 7:30 PM.

Respectfully submitted,

Cynthia Diminture